



Click the down arrow next to the IRBNet ID to display the Package Navigator. The number inside the folder is the number of documents in that package.

- Welcome to IRBNet UC Davis Reviewer 1
- Submission Manager
- Agendas and Minutes
- My Reminders
- Back to Submission Detail
- Project Administration
 - Project Overview
 - Designer
 - Package Signatures
 - Send Project Mail
 - Reviews
 - Project History
- Messages & Alerts
- Other Tools
 - Forms and Templates

[56185] Research Study at UC Davis

Package: 56185-3 Continuing Review/Progress Report | Locked | View History

Get stamped

Documents in package

Document Type

UC Davis - Continuing Review and Modifications Form

There are no documents in this package.

Documents for this package

Pkg #	Document Type	Description	Last Modified	Submission Date	
2	Amendment/Modification	Mod Form	10/05/2016 05:20 PM	10/05/2016	
2	Consent Form	Consent Marked	10/05/2016 05:17 PM	10/05/2016	
2	Consent Form	Cosnent clean	10/05/2016 05:18 PM	10/05/2016	
1	Application Form	HRP 226	10/05/2016 04:50 PM	10/05/2016	
1	Protocol	Protocol	10/05/2016 04:58 PM	10/05/2016	

1 - Package Navigator

The "Package Navigator" is found on the Designer page. It allows you to quickly move between packages, create new packages, and to view all your project documents at once so you can easily locate the most current version of any project document.



Welcome to IRBNet
Davis Researcher

- My Projects
- Create New Project
- My Reminders (19)
- Project Administration**
- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History
- Create a New Package**
- Messages & Alerts (4)
- Other Tools**
- Forms and Templates

Designer

[56185] Research Study at UC Davis

Package: 56185-4 Continuing Review/Progress Report Locked | View History

Continuing review with mod... board documents, and track reviews for this package: [Review details](#).

Need Forms? [Show Form Libraries](#)

new project documents, revise existing project documents while...
s Training & Credentials to your package. | [Learn more](#)

Document Type	Count	Document Name	Last Modified	Actions
Consent Form	(10)	All Documents	11/01/2016 07:46 PM	View Copy Edit Delete
Consent Form	(3)	56185-1 New Project	11/01/2016 07:46 PM	View Copy Edit Delete
Consent Form	(3)	56185-2 Amendment/Modification	10/28/2016 05:28 PM	View Copy Edit Delete

There are no Training & Credentials records linked to this package.

[Start a Wizard](#) OR [Attach New Document](#) (When should I do this?)

2 - Create New Packages

There are 2 new ways to create a new package.

1. A "Create New Package" button is now in the left hand menu. This can be accessed from any page within the project.
2. In the Designer page use the down arrow to display the Package Navigator. The last item in the drop down menu is "Create New Package."



- Welcome to IRBNet
UCDavis Reviewer 1
- Submission Manager
- Agendas and Minutes
- My Reminders
- Back to Submission Detail
- Project Administration**
- Project Overview
- Designer
- Package Signatures
- Send Project Mail
- Reviews
- Project History
- Messages & Alerts
- Other Tools**
- Forms and Templates

Designer

[56185] Research Study at UC Davis

Package: 56185-4 Continuing Review/Progress Report Locked | [View History](#)

Continuing review with mod

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

Documents in this Package:

Document Type	Description	Last Modified	
Consent Form	Consent Clean.docx	11/01/2016 07:46 PM	
Consent Form	Consent Marked.docx	11/01/2016 07:46 PM	
UC Davis - Continuing Review and Modifications Form	HRP 212	10/28/2016 05:28 PM	

There are no Training & Credentials records linked to this package.

Documents from Previous Packages:

Pkg #	Document Type	Description	Last Modified	Submission Date	
2	Amendment/Modification	Mod Form	10/05/2016 05:20 PM	10/05/2016	
2	Consent Form	Consent Marked	10/05/2016 05:17 PM	10/05/2016	
2	Consent Form	Cosnent clean	10/05/2016 05:18 PM	10/05/2016	
1	Application Form	HRP 226	10/05/2016 04:50 PM	10/05/2016	
1	Protocol	Protocol	10/05/2016	10/05/2016	

3 - Package Description Field



The "Package Description" field is found on the Designer page. It can be used to capture and communicate additional details about each package. This moves with the submission through each board.

The "Package Description" can be seen by the researchers, IRB admin staff and IRB committee reviewers. It can be edited by researchers and IRB admin staff.

Welcome to IRBNet
Davis Researcher

My Projects
Create New Project
My Reminders (19)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History

Messages & Alerts (4)

Other Tools
Forms and Templates

Designer

[56185] Research Study at UC Davis

Package: 56185-5 Work in progress (Not submitted)

 Click to add a package description or notes.

[Need Forms? Show Form Libraries](#)

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. [Learn more](#)

Documents in this Package:

There are no documents in this package.

There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

Start a Wizard

OR

Attach New Document

[\(When should I do this?\)](#)

Documents from Previous Packages that you can Revise: [\(When should I do this?\)](#)

Pkg #	Document Type	Description	Last Modified	Submission Date	
4	Consent Form	Consent Clean.docx	11/01/2016 07:46 PM	11/02/2016	  
4	Consent Form	Consent Marked.docx	11/01/2016 07:46 PM	11/02/2016	  
4	UC Davis - Continuing Review and Modifications Form	HRP 212	10/28/2016 05:28 PM	11/02/2016	  
2	Amendment/Modification	Mod Form	10/05/2016 05:20 PM	10/05/2016	  
1	Application Form	HRP 226	10/05/2016 04:50 PM	10/05/2016	  
1	Protocol	Protocol	10/05/2016 04:58 PM	10/05/2016	  

4 - Multiple Document Upload

There are 2 new ways to upload documents into RBNet.

1. Multiple Document Upload - Click the "Attach New Document" button and locate files to be submitted. Hold down the "Ctrl" button and select each document you wish to upload. When finished click "Open." The files will be uploaded into IRBNet.
2. Drag and drop files from your computer to the bottom right corner of the Designer page. The "Drop files here" field will appear. Drag and drop as many files as you wish to upload.





Welcome to IRBNet
Davis Researcher

- My Projects
- Create New Project
- My Reminders (19)

- Project Administration**
- Project Overview
 - Designer
 - Share this Project
 - Sign this Package
 - Submit this Package
 - Delete this Package
 - Send Project Mail
 - Reviews
 - Project History
 - Messages & Alerts (4)
- Other Tools**
- Forms and Templates

Designer

[56185] Research Study at UC Davis

Package: 56185-5 Work in progress (Not submitted)

Click to add a package description or notes.

[Need Forms? Show Form Libraries](#)

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. [Learn more](#)

Documents in this Package:

Document Type	Description	Last Modified	
(please select)	HRP-213-FORM-Modification (1).docx	11/02/2016 06:06 PM	
(please select)	New Project Script.docx	11/02/2016 06:06 PM	



There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

OR (When should I do this?)

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Submission Date	
4	Consent Form	Consent Clean.docx	11/01/2016 07:46 PM	11/02/2016	
4	Consent Form	Consent Marked.docx	11/01/2016 07:46 PM	11/02/2016	
4	UC Davis - Continuing Review and Modifications Form	HRP 212	10/28/2016 05:28 PM	11/02/2016	
2	Amendment/Modification	Mod Form	10/05/2016 05:20 PM	10/05/2016	
1	Application Form	HRP 226	10/05/2016 04:50 PM	10/05/2016	

4 - Multiple Document Upload Cont.

Once the documents have been uploaded you will need to update the Document type. The Description field is auto populated with the file name. The description field can be updated as needed.

Welcome to IRBNet
Gunrock Coordinator

Submission Manager
 Agendas and Minutes
 My Reminders (82)

Back to Submission Detail

Project Administration
 Project Overview
 Designer
 Package Signatures
 Submit this Package
 Send Project Mail
 Reviews
 Project History
 Create a New Package
 Messages & Alerts (5)

Other Tools
 Track Training
 Forms and Templates
 Library Manager

[56185] Research Study

Package: 56185-4

Continuing review with n

Get stamped documents

Document Revision History

Pkg #	Document Type	Description	Last Modified	Submission Date	
4	Consent Form	Consent Marked.docx	11/01/2016 07:46 PM	11/02/2016	
		Consent Marked.docx	11/01/2016 07:46 PM		
	UC Davis - Continuing Review and Modifications Form	HRP 212	10/28/2016 05:28 PM		

Documents in this Pack

Document Type

- Consent Form
- Consent Form

There are no Training & Credentials records linked to this package.

Documents from Previous Packages:

Pkg #	Document Type	Description	Last Modified	Submission Date	
2	Amendment/Modification	Mod Form	10/05/2016 05:20 PM	10/05/2016	
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1	Application Form	HRP 226	10/05/2016 04:50 PM	10/05/2016	
1	Protocol	Protocol	10/05/2016 04:58 PM	10/05/2016	

5 - Drag and Drop to Stack

"Drag and Drop" can be used to manage the document history (stack). This feature is available to researchers and IRB admin staff. It is not available to IRB committee reviewers.

Note that the stack of papers icon is present next to the "Consent Marked" in package 4, even though the document has not been stacked.

In this example the "Consent Marked" in package 4 should be stacked on the "Consent Marked" from package 2.

IRBNet ID: 56185-4

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Gunrock Coordinator

Submission Manager
Agendas and Minutes
My Reminders (82)

Back to Submission Detail

Project Administration
Project Overview
Designer
Package Signatures
Submit this Package
Send Project Mail
Reviews
Project History
Create a New Package
Messages & Alerts (5)

Other Tools
Track Training
Forms and Templates
Library Manager

[56185] Research Study at UC

Package: 56185-4 Continuing

Continuing review with mod

Get stamped documents, approv

Documents in this Package:

Document Type	Description	Last Modified	
Consent Form	Consent Clean.docx	11/01/2016 07:46 PM	
Consent Form	Consent Marked.docx	11/01/2016 07:46 PM	
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There are no Training & Credentials records linked to this package.

Documents from Previous Packages:

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1	Application Form	HRP 226	10/05/2016 04:50 PM	10/05/2016	
1	Protocol	Protocol	10/05/2016 04:58 PM	10/05/2016	

Document Revision History

Pkg #	Document Type	Description	Last Modified	Submission Date
2	Consent Form	Consent Marked	10/05/2016 05:17 PM	10/05/2016

Add to this Document Revision History

5 - Drag and Drop to Stack Cont.

To stack the documents follow these steps:

1. Locate the previous version of the document in the "Documents from Previous Packages" section. Click the stack of papers icon to open the Document Revision History box.
2. Locate the document that needs to be stacked in the "Documents in this Package" section. Right click on the document and drag it to the Document Revision History box until you see the words "Add to this Document History."
3. Release the right click and the document will be added to the document revision history (stacked). The document will now appear as a single line item in Designer.

https://training.irbnet.org/training/study/designer.do?ctx_id=4&spk_id=56243#

5 Research Dataware. All Rights Reserved.



Welcome to IRBNet
Gunrock Coordinator

- Submission Manager
- Agendas and Minutes
- My Reminders (82)

Back to Submission Detail

Project Administration

- Project Overview
- Designer
- Package Signatures
- Submit this Package
- Send Project Mail
- Reviews
- Project History
- Create a New Package

Messages & Alerts (5)

Other Tools

- Track Training
- Forms and Templates
- Library Manager

[56185] Res

Package:

Continuing

Get stamped

Documents

Document Revision History

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2	Consent Form	Consent Marked	10/05/2016 05:17 PM	10/05/2016	

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1	Protocol	Protocol	10/05/2016 04:58 PM	10/05/2016	

Designer

View History

Review details.

5 - Drag and Drop to Stack Cont.

All versions of this document can now be accessed by clicking the stack of papers icon next to the most recent version.